



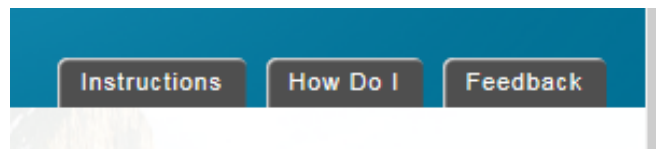
## ePass File Transfer Service

### What is ePass Montana?

ePass Montana is a service provided on Montana's official state website, [mt.gov](http://mt.gov), that provides the following benefits to Montana's businesses and citizens:

- Allows access to all authorized eGovernment services with one username and password
- Provides customization options for [mt.gov](http://mt.gov) so customers can personalize their services page.
- Shows customers other government services that may be useful to them.
- Grants them access into federal government services for which they are authorized

If you need assistance at any time, click on the **How Do I** link or the **Instructions** link located on each screen. If you would prefer to talk to an individual, please call 406-444-2000 and someone there will be able to assist you. The Help Desk hours for this web site are 8:00 a.m. to 5:00 p.m., Monday through Friday.



You may also choose to click on the **Contact Us** link at the bottom of the page. This allows the user to provide feedback on the services and content of the [mt.gov](http://mt.gov) web pages.

CONTACT	SERVICES
<a href="http://MT.GOV">MT.GOV</a> 828 GREAT NORTHERN BLVD STE 2A HELENA, MT 59601 OFFICE (406)449-3468 FAX (406)495-0464	<ul style="list-style-type: none"><li>• <a href="#">ONLINE SERVICES</a></li><li>• <a href="#">UNEMPLOYMENT</a></li></ul> <a href="#">INSURANCE FOR YOU</a> <ul style="list-style-type: none"><li>• <a href="#">CANDIDATE FILING LISTS</a></li><li>• <a href="#">VEHICLE REGISTRATION</a></li></ul> <a href="#">RENEWAL SERVICE</a>
<a href="#">CONTACT US</a>	

<a href="#">PRIVACY &amp; SECURITY</a>	<a href="#">ACCESSIBILITY</a>	<b>MONTANA.GOV</b> OFFICIAL STATE WEBSITE
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## **Secure File Transfer Service**

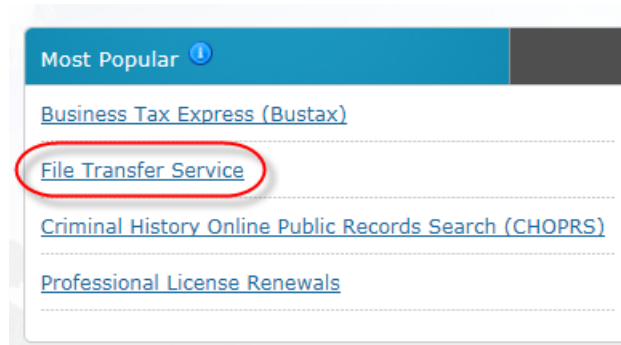
Open your web browser (Internet Explorer, Firefox, etc.) and go to: <http://epass.mt.gov>

**Note:** *To use the secure file transfer service, you must have an ePass account. Please refer to the [Creating an ePass Account](#) user guide to set up your account.*

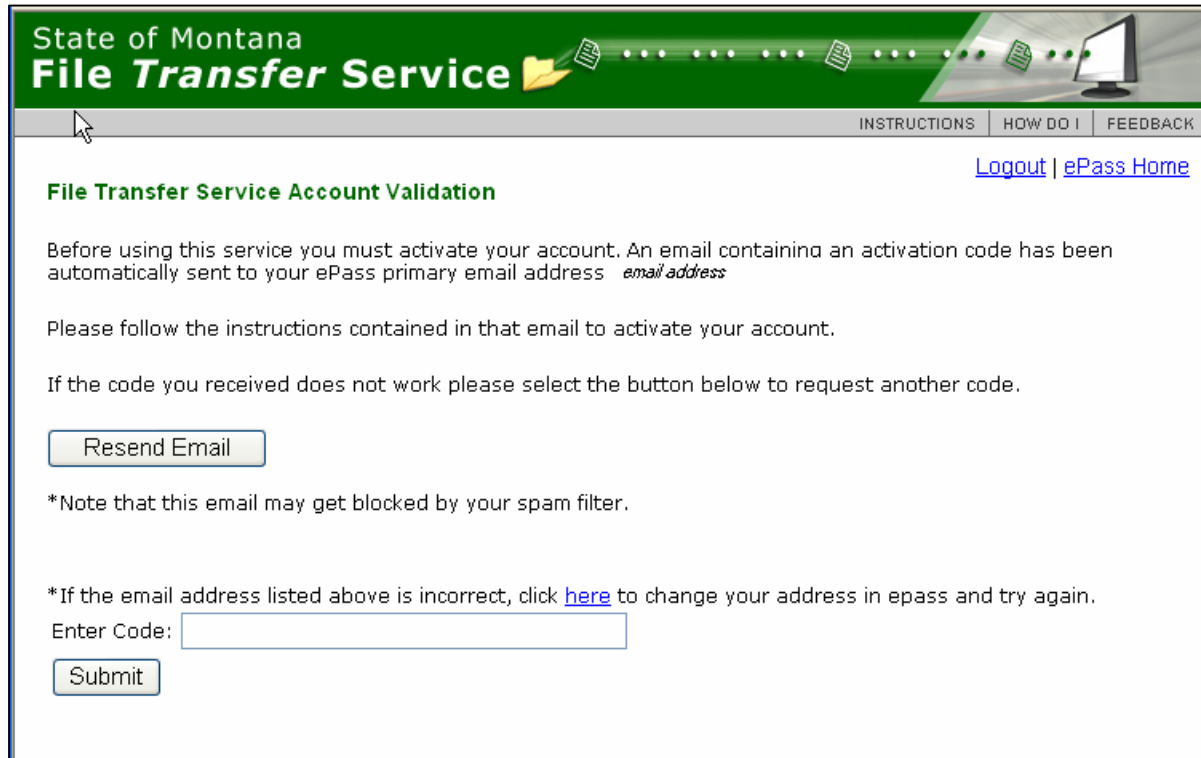
Once your account has been created, you will need to add the file transfer service to your new ePass account. The State of Montana's File Transfer Service allows for easy transfer of large computer files to and from customers of state government services. It is designed to facilitate file exchange when files are too large for email (over 4 Mb) and allows for secure transfer of sensitive data.

This service requires no software except for a web browser (Internet Explorer, Firefox, etc.). All aspects of the transfer are securely encrypted, ensuring that customers meet all security requirements under state and federal information privacy regulations. Files are scanned for viruses during transfer. An automated reminder system notifies the recipient of files they have available for download. Files must be downloaded within fifteen days, after which the transfer expires and the files are automatically removed from the service.

The secure file transfer service will allow the OPI AIM staff to assist you with data cleanup of your student records in the AIM system. Due to the State of Montana security policies and guidelines as well as the Family Educational Rights and Privacy Act (FERPA), the OPI needs to keep student data confidential. This service can be used by the OPI and school district staff to send student files back and forth in a secure manner.

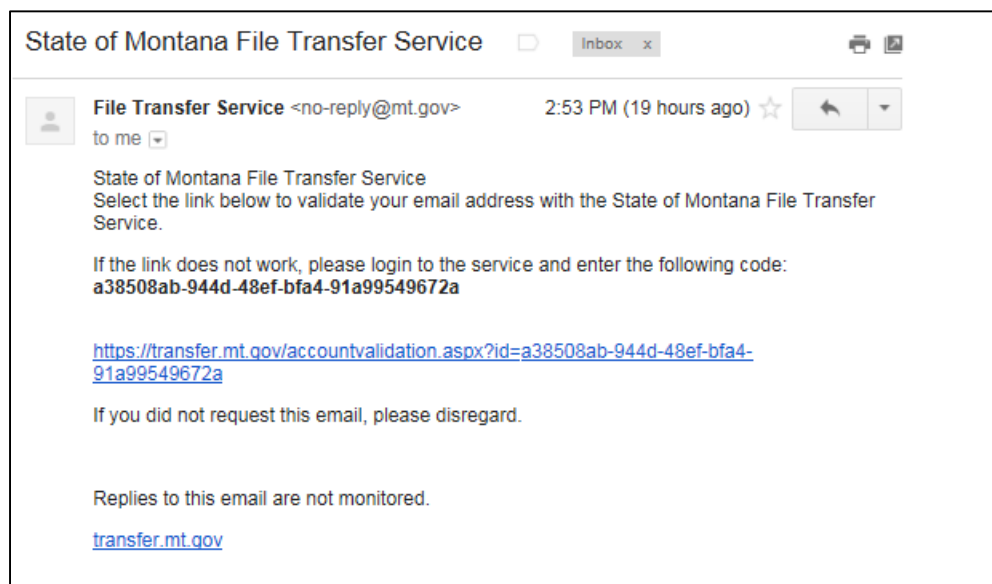


When you click on File Transfer Service, the following screen will appear. An activation code will then be emailed to you.



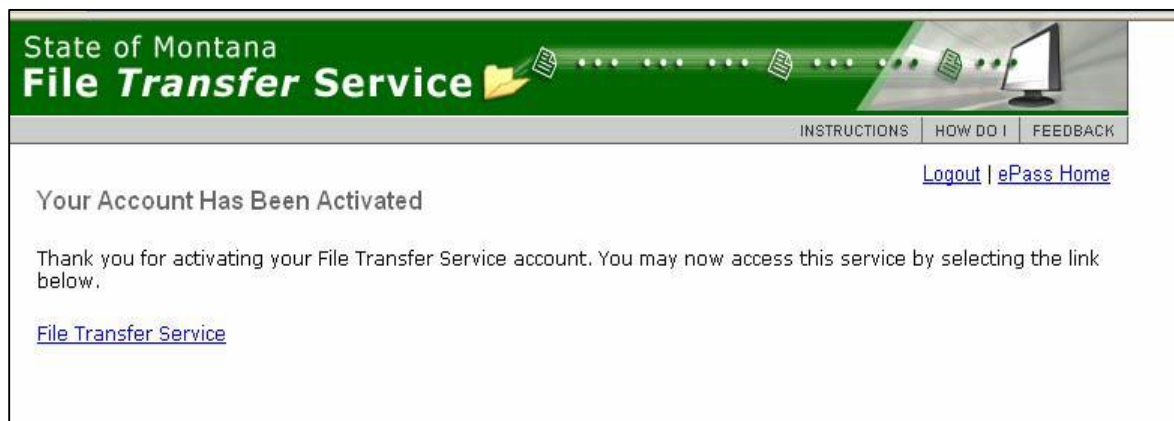
The screenshot shows the 'State of Montana File Transfer Service' web interface. At the top is a green header with the service name and a navigation bar with links for 'INSTRUCTIONS', 'HOW DO I', and 'FEEDBACK'. Below the header, there are links for 'Logout' and 'ePass Home'. The main section is titled 'File Transfer Service Account Validation'. It contains the following text: 'Before using this service you must activate your account. An email containing an activation code has been automatically sent to your ePass primary email address *email address*'. It then says 'Please follow the instructions contained in that email to activate your account.' and 'If the code you received does not work please select the button below to request another code.' There is a 'Resend Email' button. Below that, a note states '\*Note that this email may get blocked by your spam filter.' Another note says '\*If the email address listed above is incorrect, click [here](#) to change your address in epass and try again.' At the bottom, there is a text input field labeled 'Enter Code:' and a 'Submit' button.

Open your email Inbox. A message similar to the screen below will appear in your email. Click on the link provided in the email.

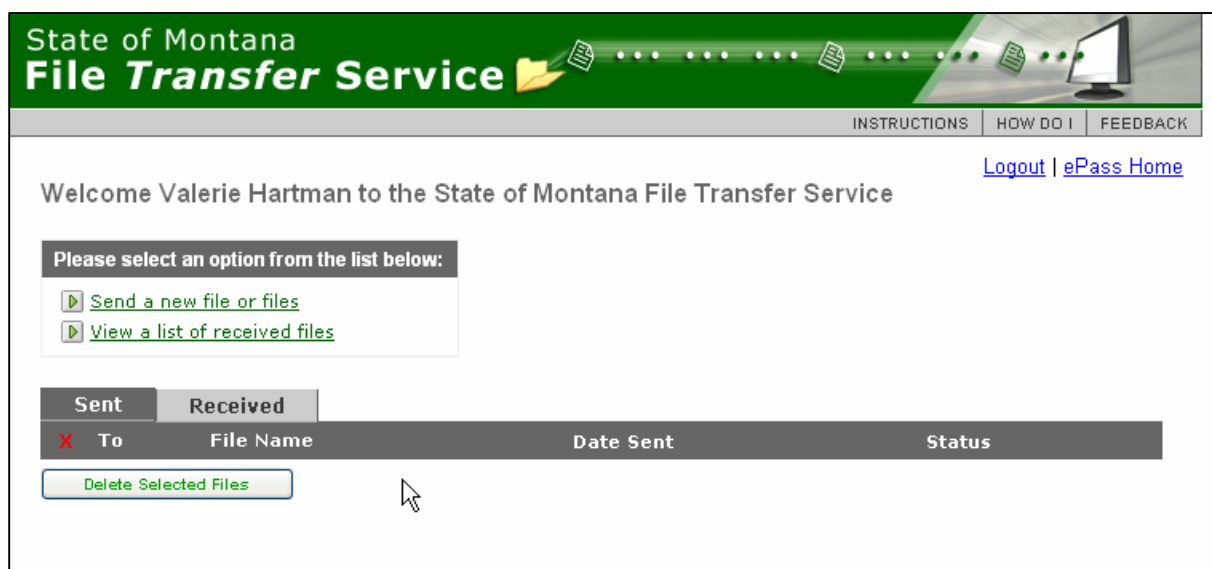


The screenshot shows an email interface with the subject 'State of Montana File Transfer Service'. The email is from 'File Transfer Service <no-reply@mt.gov>' and was received '2:53 PM (19 hours ago)'. The body of the email says: 'State of Montana File Transfer Service Select the link below to validate your email address with the State of Montana File Transfer Service. If the link does not work, please login to the service and enter the following code: **a38508ab-944d-48ef-bfa4-91a99549672a** <https://transfer.mt.gov/accountvalidation.aspx?id=a38508ab-944d-48ef-bfa4-91a99549672a> If you did not request this email, please disregard. Replies to this email are not monitored. [transfer.mt.gov](https://transfer.mt.gov)

The following screen will indicate your account has been activated.



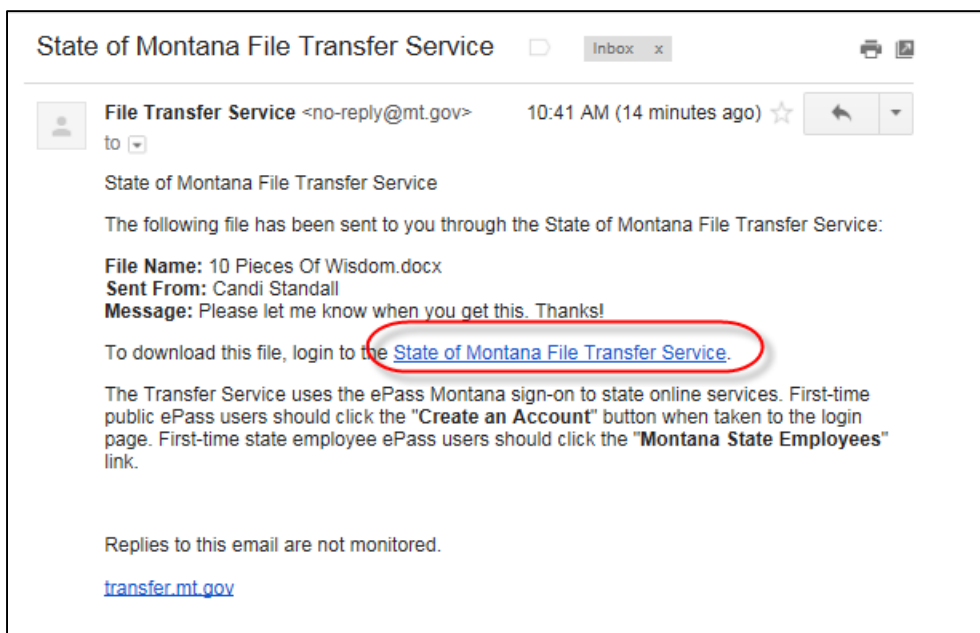
You will now be placed in the File Transfer Service menu.



## **Receiving Files**

You will receive an email message similar to the screen below when you have been sent a secure file from a state of Montana employee.

Click on the file transfer service link in the email to be taken to the ePass login screen.



**Note:** *If you have not set up an ePass account, you will need to do so now. Please refer to the [Creating an ePass Account](#) user guide to set up your account.*

You may also go directly to the ePass Montana link at <http://epass.mt.gov> and login with your ePass id and password.

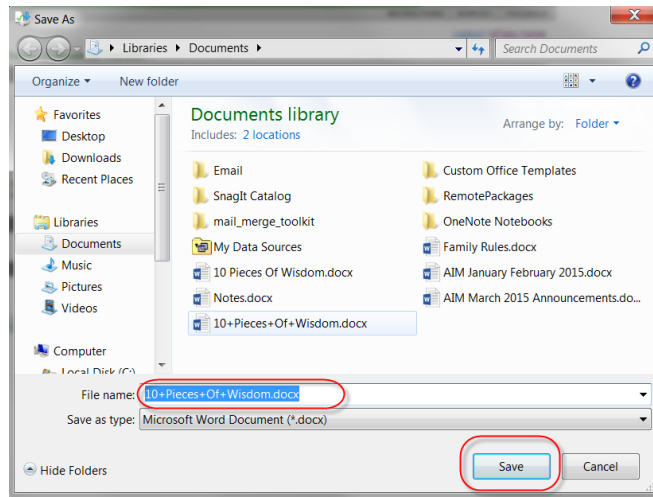
Once you are logged in, the following screen will appear. Click on **Download File**.

The screenshot shows the 'State of Montana File Transfer Service' web interface. At the top, there is a green header with the service name and navigation links: INSTRUCTIONS, HOW DO I, and FEEDBACK. Below the header, there are links for Logout and ePass Home. The main content area is titled 'Status of Received Transfer :'. It contains a 'User Information' section with the following details: From: Candi Standall, To: Sidnac Lladnats, Filename: 10 Pieces Of Wisdom.docx, Status: Ready for Download, and Aproximate Size: 97 Kb. A red oval highlights the 'Download File' button. Below this, there is a message: 'If you do not know who sent this file, or for what purpose, please select the Report Suspicious Transfers link. A report will be automatically sent to the Department of Administration.' The 'Attached Message' section contains the text: 'Message: Please let me know when you get this. Thanks!'. The 'System Messages' section shows a 'Virus Scan' status: 'Virus scan successful for 10 Pieces Of Wisdom.docx. The file is now ready for download.' with a timestamp of 3/31/2015 10:41:33 AM. At the bottom left, there are '<< Back' and 'Print' buttons.

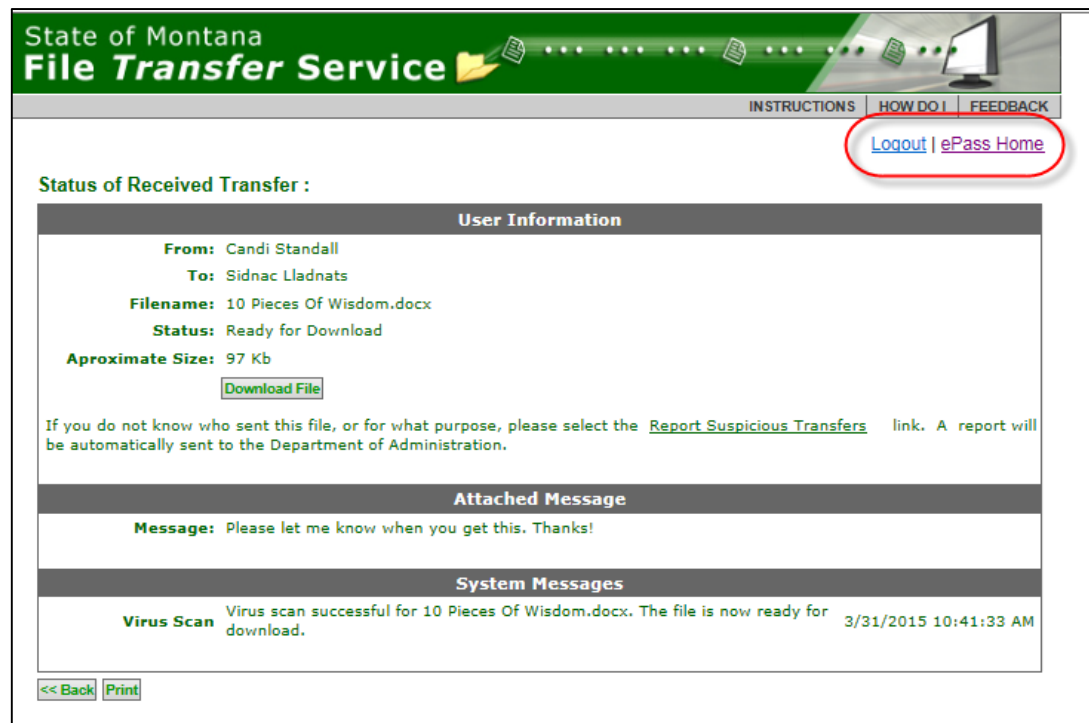
At this point, you should click the arrow next to **Save** and select **Save As**

The screenshot shows a file save dialog box. The text inside asks: 'Do you want to open or save 10+Pieces+Of+Wisdom.docx from transfer.mt.gov?'. There are three buttons: 'Open', 'Save', and a dropdown arrow. A red arrow points to the dropdown arrow, and a red oval highlights the 'Save as' option in the dropdown menu. Other options in the menu are 'Save' and 'Save and open'.

Select a folder where you would like to save the file and change the file name to a name of your choice and then click on **Save**.



Be sure to **Logout** of ePass when you are finished downloading your file or return to **ePass Home** if you prefer to stay logged in or have other government services you wish to access.



## **Sending Files**

Login to your ePass account by going to <http://epass.mt.gov>.

**Note:** *If you have not set up an ePass account, you will need to do so now. Please refer to the [Creating an ePass Account](#) user guide to set up your account.*

Once logged in, a screen similar to the following will appear. Click on **File Transfer Service** (it may appear on the left or on the right, click either one).

The screenshot displays the ePass Montana Dashboard. At the top, the Montana.gov logo and navigation links (SERVICES, AGENCIES, LOGIN, SEARCH) are visible. Below the header, a blue banner reads "Welcome to ePass Montana". The main content area is divided into several sections:

- Account Information:** Includes a welcome message for "Sidnac Lladnats", a login status confirmation, and links for "Edit Your Account Information", "Manage Your Account Services", and "Logout From This Account".
- Other Accounts:** Provides options to "Login With Another Account" (OpenID, State) and a "Logout From All Accounts" link.
- News and Information:** A section with a "Show" button.
- Your Services:** A list of services where "File Transfer Service (ePass)" is highlighted with a red circle.
- Most Popular:** A list of popular services including "Business Tax Express (Bustax)", "File Transfer Service" (highlighted with a red circle), "Criminal History Online Public Records Search (CHOPRS)", and "Professional License Renewals".
- Add a Service?:** A section with links for "BFI eLicense Intranet", "Business Checklist", "Business Checklist Creation Administration", and "Business Entity Search".



Click on **Send a new file or files.**

State of Montana  
**File Transfer Service**

INSTRUCTIONS HOW DO I FEEDBACK

[Logout](#) | [ePass Home](#)

Welcome Sidnac Lladnats to the State of Montana File Transfer Service

Please select an option from the list below:

- [Send a new file or files](#)
- [View a list of received files](#)

Please select the Taxpayer Access Point link below to file your W-2s & 1099s:

Try the **\*New\* File Upload service for filing your W-2s & 1099s!**

- [Taxpayer Access Point | File Upload](#)

**Sent** Received

X	To	File Name	Date Sent	Status
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[Delete Selected Files](#)

Browse to the file you would like to send and then click **Add to File List**. If you would like to add more files, browse again and click **Add to File List**. When you are satisfied with file list, click on **Continue**.

State of Montana  
**File Transfer Service**

INSTRUCTIONS HOW DO I FEEDBACK

Send a File or Files

**Upload**

File to be sent:

[Browse...](#)

Press the "Add to File List" button to begin uploading your file. This may take a long time depending on your file size and connection speed.

[+ Add To File List](#) [- Remove From File List](#)

2015\_03\_15forward Phone Logs.xlsx

**Upload Status:** Complete: 16.0 KB at 255.4 KB/s took 00:00

[Cancel](#) [Continue](#)

Select the recipients of the files you are sending. You may select either a state employee, ePass Montana customer, or previous recipient. Once the email address has been entered, select **Add to Recipient List**. You may also include a message for the recipient. Click on **Send**.

State of Montana  
**File Transfer Service**

Recipient Options

Please select who you want to send your file(s) to:

[State Employee, ePass Montana Customer or Previous Recipients](#)

**Tax Forms**

[W2 Forms to Department of Revenue](#)  
[1099 Forms to Department of Revenue](#)  
[Fuel Tax Refunds to Department of Transportation](#)  
[IFTA Tax Returns to Department of Transportation](#)

**Unclaimed Property Reports**

[Holder Reports to Department of Revenue](#)  
[Unlocatable Mineral Holder Reports to Department of Revenue](#)  
[Audit Holder Reports to Department of Revenue](#)  
[Audit Unlocatable Mineral Holder Reports to Department of Revenue](#)  
[State Reciprocity Reports to Department of Revenue](#)

[Cancel](#)

State of Montana  
**File Transfer Service**

INSTRUCTIONS HOW DO I FEEDBACK

Select the Recipient(s)

State Employee	Previous Recipients
<p>Enter the Email Address: cstandall@mt.gov</p> <p>+ Add To Recipient List</p> <p>OR</p> <p>Enter the Name (Last, First): Standall, Candi</p> <p>Lookup...</p>	<p>Select a Recipient of a Previous Transfer:</p> <p>+ Add To Recipient List</p>

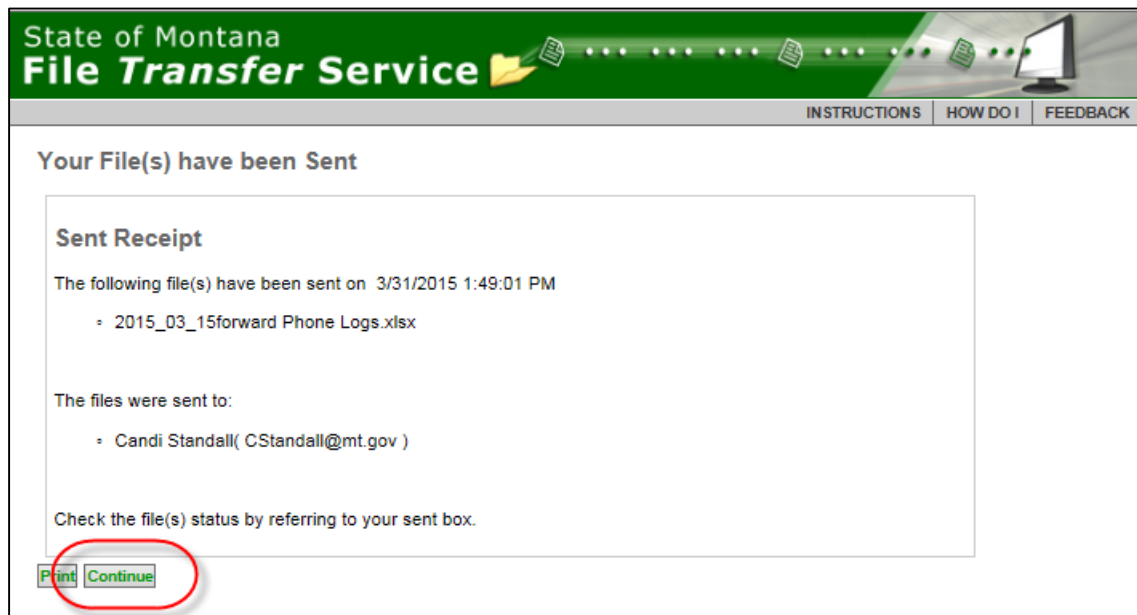
Selected Recipient List:  
Candi Standall

- Remove From Recipient List

Enter a Message for the Recipient(s):

[Cancel](#) [<< Back](#) [Send](#)

When your file has been sent, you will receive a Sent Receipt. Click **continue**.



State of Montana  
**File Transfer Service**

INSTRUCTIONS HOW DO I FEEDBACK

**Your File(s) have been Sent**

**Sent Receipt**

The following file(s) have been sent on 3/31/2015 1:49:01 PM

- 2015\_03\_15forward Phone Logs.xlsx

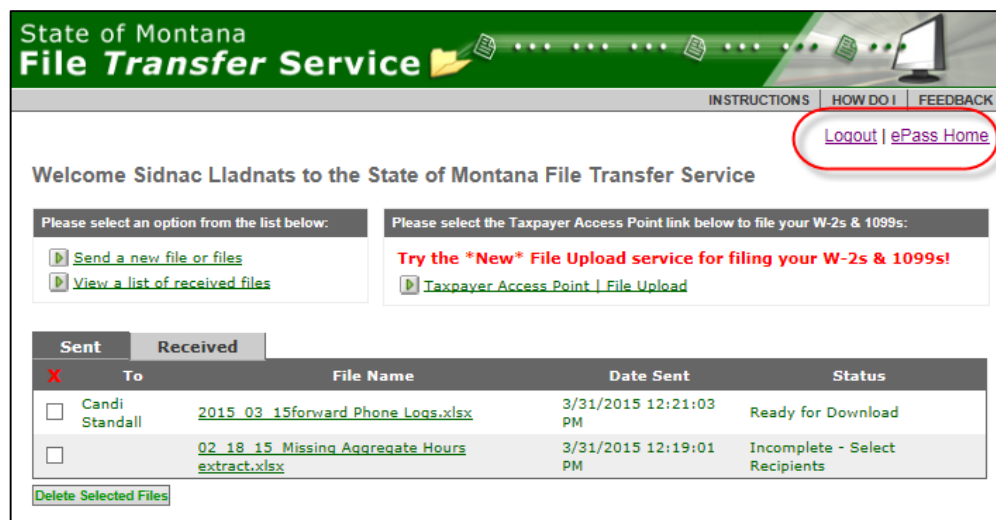
The files were sent to:

- Candi Standall( CStandall@mt.gov )

Check the file(s) status by referring to your sent box.

Print Continue

The following screen will appear. If you have finished sending your file(s), **logout** of ePass or return to **ePass Home** if you prefer to stay logged in or have other government services you wish to access.



State of Montana  
**File Transfer Service**

INSTRUCTIONS HOW DO I FEEDBACK

[Logout | ePass Home](#)

Welcome Sidnac Lladnats to the State of Montana File Transfer Service

Please select an option from the list below:

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- [View a list of received files](#)

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**Try the \*New\* File Upload service for filing your W-2s & 1099s!**

- [Taxpayer Access Point | File Upload](#)

Sent		Received		
X	To	File Name	Date Sent	Status
<input type="checkbox"/>	Candi Standall	<a href="#">2015_03_15forward Phone Logs.xlsx</a>	3/31/2015 12:21:03 PM	Ready for Download
<input type="checkbox"/>		<a href="#">02_18_15_Missing Aggregate Hours extract.xlsx</a>	3/31/2015 12:19:01 PM	Incomplete - Select Recipients

[Delete Selected Files](#)

For further assistance, contact the AIM Help Desk at

[opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) or 1-888-424-6681.